

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.38
(ID # 20802)

MEETING DATE:

Tuesday, December 13, 2022

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Grant Agreement Number DI23017 with the State of California Office of Traffic Safety for College Communities Against Drunk, Drugged, and Distracted Driving (CADDD) for the Period of Performance of October 1, 2022 through September 30, 2023. All Districts [Total Aggregate Amount of \$107,500; up to \$10,755 in additional compensation - 100% State]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Grant Agreement Number DI23017 (Agreement) with the State of California Office of Traffic Safety (OTS) for College Communities Against Drunk, Drugged and Distracted Driving (CADDD) in the aggregate amount of \$107,500 for the period of performance of October 1, 2022 through September 30, 2023;
2. Authorize the Director of Public Health, the Program Chief of Public Health Fiscal, and the Program Chief of Public Health's Injury Prevention Branch, to sign the Agreement on behalf of the County; and
3. Authorize the Director of Public Health, or designee, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to: (a) sign all reports, certifications, forms, other related documents required by OTS and subsequent amendments to the Grant Agreement that exercise the options of the agreement, including modifications of the statement of work that stay within the intent of the Agreement; (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate award amount.

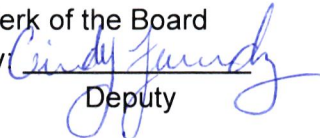
ACTION:Policy


Kim Saruwatari, Director of Public Health 12/7/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, and Hewitt
Nays: None
Absent: Perez
Date: December 13, 2022
xc: RUHS-PH

Kecia R. Harper
Clerk of the Board
By 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$80,625	\$26,875	\$107,500	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 22/23 - 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The College Communities Against Drunk, Drugged and Distracted Driving (CADD) program is funded by the National Highway Transportation Safety Administration (NHTSA), and the grant is administered by the State of California Office of Traffic Safety (OTS). The goal of the program is to educate the college communities of the dangers of driving drunk, drugged and distracted.

Riverside University Health System - Public Health's (RUHS-PH) Injury Prevention Services (IPS) received funding from OTS to provide education and resources to local college campuses in an effort to reduce the number of injuries or fatalities resulting from alcohol-impaired, drug-impaired, and distracted driving. The program will include collaboration with community and advocacy groups in providing training for peer educators and students on the dangers of impaired and distracted driving. RUHS-PH will engage and support college law enforcement departments in impaired and distracted driving awareness activities and conducting outreach events on each campus by utilizing the OTS Go Safely campaign messaging on all participating campuses.

The state requires the official agency signatory identified in their Grant Electronic Management System (GEMS) to sign the agreement, which for the County of Riverside is the Director of Public Health. In addition, the agreement requires the signatory of the Fiscal official and Grant Director, which for the County of Riverside are the Program Chief of Public Health Fiscal and the Program Chief of Public Health's Injury Prevention Program. Only the individuals identified in GEMS will be able to sign agreements and amendments, log into GEMS for all matters relating to the OTS grant, including, but not limited to, completing and submitting Quarterly Performance Reports (QPRs) and reimbursement claims.

Impact on Residents and Businesses

The program will benefit county residents by helping to reduce the number of residents killed or injured due to impaired and distracted driving.

Additional Fiscal Information

The total grant amount awarded to RUHS-PH is \$107,500. There is no impact to County General Funds. The annual amount distribution from OTS will be as follows: .

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

County Fiscal Year		Federal Fiscal Year	
Year	Amount	Year	Amount
FY22/23	\$80,625	FY22/23	\$107,500
FY23/24	\$26,875		
Total	\$107,500	Total	\$107,500

Contract History

For over 20 years, the County of Riverside Department of Public Health has received grant funding on an annual basis from the California Office of Traffic Safety to address concerns related to traffic within Riverside County. The continued funding will provide education to residents of Riverside County about the dangers of impaired and distracted driving with the goal of helping to reduce the number of injuries and fatalities related to impaired and distracted driving.

ATTACHMENTS:

ATTACHMENT A. Grant Agreement No. DI23017 with the State of California Office of Traffic Safety


Douglas Ordóñez Jr.


12/7/2022


Gregg Gu, Chief Deputy County Counsel 12/7/2022

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu</p> <p>ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: CERTDD6LKE95</p> <p>REGISTERED ADDRESS: 4080 Lemon St FL 11 CITY: Riverside ZIP+4: 92501-3609</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-23	20.600	0521-0890-101	2022	43/22	BA/22	\$107,500.00
				AGREEMENT TOTAL		\$107,500.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$107,500.00
				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				\$107,500.00		
<p><i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i></p>						

1. PROBLEM STATEMENT

College represents a major shift in a young adult's life. It represents the transitional period from teen to young adult moving from parental influences, to finding acceptance among their college peers. The promise of new experiences, budding friendships, and new hobbies can be exciting, but it can also be joined with challenges. Coronavirus pandemic has had a substantial impact on society. College students have had to face many lifestyle changes as a result of campus closure and these changes have led to unhealthy and determinantal coping mechanisms. The Centers for Disease Control and Prevention reported that as of June 2020, 13% of Americans increased their dependency on substance use as a way of coping with the stress and feelings of uncertainty. Overdoses have also spiked and the percentage of individuals who considered suicide was significantly higher among those ages 18-24. (Attachment A) Given that college students between this age group already are at a higher risk for alcohol and drug misuse, it is important to take into consideration the additional influence that the pandemic has had.

One such challenge that has posed a serious public health issue for college administrators, law enforcement, and health educators is impaired and distracted driving. In 2018, 20.5 million individuals drove under the influence of alcohol and 12.6 million drove under the influence of illicit drugs. (Attachment B) Alcohol and drug use are more common among teens and young adults than in any other age group. Substance abuse in college students is driven by influential factors that include the college setting, culture, and social environment. The most prevalent substance abused among college students is alcohol. The National Institute on Alcohol Abuse and Alcoholism reported that four out of five college students drink alcohol. (Attachment C) According to a Harvard School of Public Health College Alcohol Study (CAS) report, 30 percent of college students drove under the influence of alcohol and 23 percent admitted riding with a driver who was drunk or high. (Attachment D)

Additionally, along with a long history of alcohol consumption is the increased influence of other substances like marijuana. Marijuana is one of the most common drugs found in the blood of young drivers involved in crashes. (Attachment E) There are many misconceptions about marijuana use, including myths that marijuana cannot impair an individual's motor skills while driving. A study conducted in 2015 by the National Highway Traffic Safety Administration (NHTSA) stated that driving while under the influence of cannabis hinders an individual's ability to multitask and impair motor skills needed to visually track lanes on the road. (Attachment F)

Research and Statistics

Cars are a necessary commodity that are used to drive to work, run errands, and complete daily task. The U.S. News states that approximately 46% of college students drive a car. (Attachment G) Despite how harmless these everyday essentialities may seem they can turn deadly in a moment's notice. According to a 2019 NHTSA report, 27% of drunk drivers were between the age of 21 and 24; 25% of those drunk drivers were between the ages of 25 and 34. (Attachment H) Most of the college population is between this age group, putting them at a higher risk for drunk driving. The fatalities that come along with these arrests are distressing. The 2017 Annual Report of Fatal and Injury Motor Vehicle Traffic Crashes Report noted that there was a 4.4% increase in alcohol involved fatalities. Individuals killed in these deadly alcohol related traffic crashes also increased 5.8 % that year. To put this percentage into perspective: 1,167 individuals died in alcohol related crashes and 18,569 were injured. (Attachment I)

Consequences

Alcohol and drug abuse in college can derive from many different aspects, such as social influences, protective factors, social/educational stress, living situations, financial stress, and declining mental health. (Attachment J) However, despite the many contributing factors that lead to alcohol consumption among college students, the consequences of these reckless behaviors are irreparable. There are long-lasting emotional costs that affect communities, families, and loved ones.

While the statistics surrounding impaired driving are undoubtedly staggering, these figures fail to capture the human tragedy that occurs all too often from these crashes. On April 2021, a woman was killed in a DUI hit-and-run crash on Mission Inn Avenue in Riverside. The tragic incident occurred around 7:53 pm; the woman

had been standing near the roadway, tending to a dog that has previously been injured by another vehicle. An intoxicated 22-year-old driver struck and killed the woman with his vehicle. (Attachment K) This tragic event not only affected the lives of the loved ones of this victim, but it also forever altered the young driver.

Riverside County

Current consensus data estimates Riverside County population to be at 2.47 million with 24% of that population between the ages of 18 to 34. Riverside County is a diverse territory with over 7,200 square miles filled with both rural and suburban communities alike. Additionally, it is directly divided by two densely trafficked freeways (R-91 and R-60) and two main highways (I-15 and I-10) stretching over 200 miles. This highly trafficked area makes it a primary target for car crashes. In 2017, Riverside County ranked among the top five counties in the number of alcohol related fatalities. (Attachment L) The Transportation Injury Mapping System reported that between 2018 and 2020 there were a total of 1,118 crashes that occurred with drivers between the ages of 18 and 24 who were intoxicated. Additionally, there were a total of 102 victims killed and 1,707 victims injured. When taking into consideration crashes that involve drivers that are under the influence of drugs, the results for Riverside County are also concerning. Between 2018 and 2020, there were a total of 144 crashes that occurred with drivers between the ages of 18 and 24. Furthermore, 45 victims were killed and 203 were injured during this time. (Attachment M) For this reason, impaired and distracted driving within college communities has proven to be a major public health concern. It is imperative for law enforcement, governing agencies, and public health to work together to build an effective system that will change the perception and actions of county residents. Preventive strategies like, public education and outreach/ awareness approaches can bring about everlasting social change. Riverside University Health System – Public Health (RUHS – Public Health) aims to continue our Program – College Communities Against Drunk, Drugged, and Distracted Driving (CADD) by continued collaboration with key partners to implement program activities on college and university campuses throughout Riverside County.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.

B. Objectives:

	Target Number
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Identify straight time personnel and report on activities completed. Include any vacancies or staff changes that have occurred	1
3. Conduct six (6) traffic safety student trainings, reaching 60 peer educators by September 30, 2023.	6
4. Conduct a minimum of twelve (12) workshops on distracted and impaired driving by September 30, 2023. Minimum of (2) workshops per college campus.	12
5. Conduct a minimum of twelve (12) social media campaigns on distracted and impaired driving impacting 6,000 students by September 30, 2023. Two social media campaigns per college campus.	12
6. Conduct a minimum of twelve (12) on campus or virtual activities on distracted and impaired driving by September 30, 2023, impacting a total of 2,000 students. A minimum of two activities per college campus.	12
7. Conduct an evaluation of CADD and the effectiveness of the program activities by September 30, 2023.	1
8. Create and disseminate twelve (12) digital newsletters focusing on distracted and impaired driving reaching 3,000 students by September 30, 2023.	12
9. Disseminate six (6) campaign kits to participating college campuses by September 30, 2023.	6
10. Obtain commitment from six (6) college campuses to participate in the College Communities Against Drunk, Drugged, and Distracted Driving (CADD) Program by January 31, 2023.	6

11. Recruit college students to complete Impact Teen Drivers evidence based online college module by September 30, 2023. Minimum of 25 students per college campus, 150 total.

150

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.

Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

Program Additions

Complete and route all necessary forms to the Riverside University Health System- Public Health Administration and Board of Supervisors for approval of grant activities.

Conduct a search for current appropriate mass media campaign educational and resource materials available for distribution at participating college campuses.

Develop all program forms and evaluation tools.

Obtain commitment from college campuses to participate in the College Communities Against Drunk, Drugged and Distracted Driving program.

Identify a liaison and peer health educators at each college campus that will communicate with RUHS- Public Health on all program activities.

To obtain commitment from each campus law enforcement/security to participate in outreach events focusing on impaired and distracted driving.

Create a master calendar that schedules all activities.

Update RUHS-Public Health website listing new traffic safety program activities.

Identify media outlets in Riverside County.

Develop a filing system to monitor all grant activities to ensure adequate reporting to funding source.

Develop a data base to capture all demographic/statistical information and track objective progress relevant to grant activities.

Purchase all necessary equipment and supplies (education and campaign materials and office supplies) to conduct grant related activities.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases

are an exception to this policy and require prior approval before distribution to the media and public.

- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

Program Additions

Establish an alcohol, drug impaired and distracted driving program at college campuses in Riverside County.

Utilizing peer health educators and student leaders, create a mass media campaigns on impaired and distracted driving.

Distribute campaign kits to participating college campuses.

Conduct on-campus campaigns and events collaborating with campus law enforcement, peer health educators and community agencies to address impaired and distracted driving.

Conduct social media campaigns on distracted and impaired driving.
Disseminate newsletters at participating college campuses.
Conduct traffic safety student trainings.
Conduct traffic safety workshops.
Recruit students to complete online college module.
Compile all evaluations forms.
Maintain all demographic and statistical data related to grant activities.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit invoice claims (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PT-23	20.600	State and Community Highway Safety	\$107,500.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Straight Time				
Program Coordinator	402PT-23	\$34.25	312	\$10,686.00
Benefits - Program Coordinator	402PT-23	\$10,686.00	1	\$5,940.00
Health Education Assistant - A	402PT-23	\$24.13	1,040	\$25,095.00
Benefits - Health Education Assistant - A	402PT-23	\$25,095.00	1	\$13,950.00
Health Education Assistant - B	402PT-23	\$24.13	624	\$15,057.00
Benefits - Health Education Assistant - B	402PT-23	\$15,057.00	1	\$8,370.00
Secretary	402PT-23	\$29.13	208	\$6,059.00
Benefits - Secretary	402PT-23	\$6,059.00	1	\$3,368.00
Overtime				
				\$0.00
Category Sub-Total				\$88,525.00
B. TRAVEL EXPENSES				
In State Travel	402PT-23	\$1,000.00	1	\$1,000.00
				\$0.00
Category Sub-Total				\$1,000.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Educational Materials	402PT-23	\$4,000.00	1	\$4,000.00
Office Supplies	402PT-23	\$1,000.00	1	\$1,000.00
Office Space	402PT-23	\$3,780.00	1	\$3,780.00
Communications	402PT-23	\$2,520.00	1	\$2,520.00
Printing/Duplication	402PT-23	\$1,675.00	1	\$1,675.00
Multi-Media Presentations Supplies	402PT-23	\$2,000.00	1	\$2,000.00
Impairment Simulation Activities	402PT-23	\$3,000.00	1	\$3,000.00
Category Sub-Total				\$17,975.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$107,500.00

BUDGET NARRATIVE

PERSONNEL COSTS

Program Coordinator - Acts as a liaison between RUHS-Public Health and its partners and participates in all grant-funded activities. Responsible for the day-to-day implementation of the program. Ensures program deliverables are met, trains and supervises program staff, completes required reporting, reviews and approves developed materials, and coordinates directly with OTS Program Coordinator and PIO. Claim should reflect actual costs up to the rate specified.

Benefits - Program Coordinator - Vision Services Plan .02%
 Flex Credits 13.49%
 Basic Life .08%
 LTD .15%
 Unemployment .18%
 Retirement 32.37%
 401 .14%
 Medicare 1.45%
 Social Security 6.2%
 Health, Safety & Training Fund .03%
 Workers Comp 1.47%

Total Benefit Rate 55.59%

Health Education Assistant - A - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.

Benefits - Health Education Assistant - A - Vision Services Plan .02%
 Flex Credits 13.49%
 Basic Life .08%
 LTD .15%
 Unemployment .18%
 Retirement 32.37%
 401 .14%
 Medicare 1.45%
 Social Security 6.2%
 Health, Safety & Training Fund .03%
 Workers Comp 1.47%

Total Benefit Rate 55.59%

Health Education Assistant - B - Participates in all grant-funded activities, including, but not limited to, setting up meetings, assisting with training and meetings, co-teaching presentations, preparing informational materials, ordering educational/outreach supplies, and monitoring/maintaining all grant-funded inventory. Claim should reflect actual costs up to the rate specified.

Benefits - Health Education Assistant - B - Vision Services Plan .02%
 Flex Credits 13.49%
 Basic Life .08%
 LTD .15%
 Unemployment .18%
 Retirement 32.37%
 401 .14%
 Medicare 1.45%
 Social Security 6.2%
 Health, Safety & Training Fund .03%
 Workers Comp 1.47%

Total Benefit Rate 55.59%

Secretary - Provides administrative assistance for all grant-funded programs which includes, but is not limited to, working with fiscal to ensure all personnel, materials and supplies purchased through the grant are captured and tracked accordingly as well as reviewing all orders, timesheets and mileage forms. Claim should reflect actual costs up to the rate specified.

Benefits - Secretary - Vision Services Plan .02%
Flex Credits 13.49%
Basic Life .08%
LTD .15%
Unemployment .18%
Retirement 32.37%
401 .14%
Medicare 1.45%
Social Security 6.2%
Health, Safety & Training Fund .03%
Workers Comp 1.47%

Total Benefit Rate 55.59%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

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EQUIPMENT

-

OTHER DIRECT COSTS

Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.

Office Supplies - Used for standard office supplies to support grant related activities, grant monitoring and reporting. Costs may include paper, toner, ink cartridges, CDs/DVDs, flash drives, and desk top supplies such as pens, pencils, binders, folders, flip charts, easels, and clips. Excludes office furnishings and fixtures such as but not limited to the following: desk, chair, table, shelving, coat rack, credenza, book, filing cabinet, floor covering, office planter, storage cabinet, portable partition, picture, wall clock, draperies and hardware, and fixed lighting/lamp. Additional items may be purchased if approved by OTS.

Office Space - Costs include rent and utilities associated with grant goals and objectives. Charges to the grant will be in accordance with the following formula or rate: 1.05 FTE x 12 months x \$300. Reimbursement will be claimed on an actual cost basis and proportional to the grant-related use of the space.

Communications - Costs of telephone service, cellular data for a tablet or laptop, mail/messenger service (excluding overnight priority mail) and communications services. Charges to the grant will be in accordance with the following formula or rate: 1.05 FTE x 12 months x \$200.

Printing/Duplication - Costs include the purchase of paper, production, printing and/or duplication of materials associated with daily grant operations.

Multi-Media Presentations Supplies - Funds to purchase virtual training delivery supplies such as microphone, webcam and computer software. Purchase may include monthly Zoom and monthly Survey Monkey subscription fees. Additional items may be purchased upon approval from OTS.

Impairment Simulation Activities - Supplies to demonstrate and understand the amplified impairments that occur while driving impaired. Items include simulation goggles (alcohol and marijuana impairment, and distracted simulation) and activity kits. Items must be approved by OTS prior to purchase.

INDIRECT COSTS

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STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS
(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The Subgrantee-

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non- Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
 - "During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
 - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
 - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
 - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an

- employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted –
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The signed certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to all subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to all subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment

rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to all subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.